

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training

DATE: 4 October 1956

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #40

I. SIGNIFICANT ITEMS: NoneII. NEW PROJECTS:1. DD/P Position on Proposed Foreign Language Development and Award Regulations

Completed review and analysis of the DD/P comments on the Foreign Language Development Program for discussion with Chief, LAS, and [] DD/P. If the DD/P position on the points in conflict remains firm, these points will be referred to the CIA Career Council for resolution prior to any further action.

2. OCR Training Programs

Reviewed and analyzed four OCR training course proposals and recommended approval of them as creditable in computing training under the 5% policy.

3. OTR Regulation on Exchange Assignments

The draft of this regulation is in preparation and will provide OTR policy and procedure which will project OTR position vacancies to be filled by the Clandestine Services with field-experienced personnel over a two-year period. It further provides for the orderly rotation of OTR personnel in and out of DD/P.

4. Fixed Quota Schools

The drafting of an article for the OTR Bulletin explaining the revision to procedures for the selection of Agency personnel to fill quotas in the top five Department of Defense Schools and Colleges and the Harvard University Advanced Management Course is in preparation.

5. OO Training Programs

The Office of Operations submitted three training course proposals for review and approval for their use in meeting the 5% training policy.

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6. [redacted]

[redacted] "Transmission and Control of Classified Material," was received for review and comment by this Staff on 3 October.

7. DD/P Comments on Basic Tradecraft Manual

One copy of the DD/P comments on the Basic Tradecraft Manual was forwarded to AC/OS and the other copy was retained for review by this Staff.

[redacted]

9. C/PPS received a request from [redacted] of SIS to provide assistance to [redacted] who is revising the CE bloc of instruction in the SIS course. [redacted] wants to include whatever may be appropriate about the Agency's CI function in this course. A meeting has been arranged for this purpose in [redacted] office at 1100, 5 October, to which [redacted] of the CI Staff and [redacted] FI Staff, have been invited.

III. PROJECTS IN PROCESS

The following listed projects are in varying stages of development within this Staff:

1. The development of a Training Annex to the CIA Global War Plan.
2. The development of a Training Annex to the KUBARK/Middle East War Plan.
3. Re-submittal of the Action Cadre proposal.
4. Review and analysis of PP instruction within OTR.
5. Plan for instruction on resistance to Communist interrogation of captured personnel.
6. Review and analysis of DD/I instruction within OTR.
7. Analysis of training requirements for the Clandestine Services for FY 1957-58.
8. Preparation for publication of the OTR Catalog of Courses.
9. Development of alternate means of meeting OTR requirements for space in the new building.

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10. Studies in Intelligence.

IV. MEETINGS ATTENDED

1. Support Planners Meeting

a. A meeting of the Support Planners was held on 1 October. At that meeting the Chairman advised the group that all Support Annexes prepared for the War Plans will be published and disseminated in the same numbers (120) as the basic War Plan. Each support component who desires limited dissemination of a Support Annex is required to indicate the limited distribution in transmitting the Annex to the SPA-DD/S.

b. The Chairman advised the group that the November meeting will be devoted to preliminary discussion of a new emergency mobilization plan for the Agency.

c. The Committee concluded that the Support Planning Guides should be published as a single Agency handbook with a separate section for each support element.

2. OCB Working Group Meeting

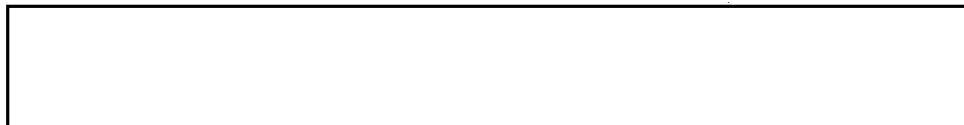
On Thursday, 27 September, DC/PPS attended a meeting of the OCB Working Group on National Psychological Warfare Training Programs.

3. DD/P Training Officers Meeting

On 27 September OTR discussed the following items with members of the CSTC:

a. The development of training standards for the Clandestine Services.

b.



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c. Methods of reviewing the course content of the various blocs of instruction included in the Operations course.

d. The Chairman, CSTC, announced that in view of his detail to a special assignment for approximately one month, Mrs. [redacted] has been designated as Acting Chairman, CSTC, for this period.

e. It was concluded that the next meeting of the DD/P Training Officers would be held on Thursday, 25 October, at 0930.

4. C/PPS met with [redacted] OP, on 3 October to discuss the OTR support required in the preparation of biographic profiles of the

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60 candidates who will be designated by the Deputy Directors to fill CIA quotas in the Fixed Quota Schools. [redacted] and the OTR Registrar worked out the arrangements whereby the training data can be passed expeditiously to [redacted] as soon as the identity of the candidates is known.

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V. PROJECTS COMPLETED

The projects listed below in addition to those listed in Section II have been completed during this period:

1. Report to DD/S regarding OTR activities of interest.
2. OTR comments on legislative proposals for the 85th Congress.

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3. [redacted]

4. Recommendations to the Office of Personnel on interim qualifications standards for various job categories.

VI. OTR BULLETIN AND OTR POSTER

- a. The October issue of the OTR Bulletin and Poster were delivered by the printing plant and disseminated on 3 and 2 October, respectively.
- b. Since the Bulletin takes priority after the printing of National Estimates and other operational material, it is frequently difficult for it to receive dissemination on the first day of each month. Recognizing this at the outset, OTR has consistently reported training activities extending over a sixty-day period in advance. Each successive month the starting dates for the last thirty days are repeated in order that delays in dissemination do not result in the information reaching the recipient too late for registration action.
- c. Arrangements have been made with the Administrative Branch, OTR, for more efficient and secure dissemination of the OTR Bulletin to students who complete OTR courses of instruction.

VII. PERSONNEL NOTES

[redacted] who was loaned to this Staff by the Chief, Interim Assignment Section, OP, departed for her scheduled assignment to the Office of Communications on 3 October. She was an alert and energetic individual who assisted this Staff not only in getting material

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ready for the OTR Bulletin and OTR Poster, but also assisted in the preparation of lesson plans for the Agency Reserve Training Program.



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